

GEORGIA DEPARTMENT OF LABOR  
EMPLOYMENT SECURITY AGENCY  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS MANAGEMENT AND CONTROLS

4171-11  
10

Application Number

APPLICATION FOR  
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

76-140-A

NOV 17 1980

Record Series Title: 76-140 CETA Enrollee Work Experience Payroll Certification Cards Person to Contact:

Item number to be amended: Item 16 on old form Telephone No. 656-3040  
Item 10b on new form (3/80)

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

Code 54-637(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential

AUTHORITY: Federal Register, July 20, 1979; 29-70 203b-3b1,2.

Division Director/Designee: *[Signature]* Date 9/2/80

Records Management Officer (RM&C): *[Signature]* Date 7/30/80

ESA Director: *[Signature]* Date

State Auditor/Designee: *[Signature]* Date 10-30-80

Secretary of State/Designee: *[Signature]* Date 10-27-80

Attorney General/Designee: *[Signature]* Date 11-12-80



4171-11  
10

# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 2-6-80	1. Agency Address GEORGIA DEPARTMENT OF LABOR UNEMPLOYMENT INSURANCE DIVISION SPECIAL PROGRAMS PAYMENT UNIT - ROOM 299 254 WASHINGTON STREET, S. W. ATLANTA, GEORGIA 30334	Application Number 76-140-A	Date Received FEB - 8 1980
Application Number		Date Completed FEB 19 1980	
2. Person to Contact WILLIAM F. REYNOLDS		Working Title SUPERVISOR, SPECIAL PROGRAMS PAYMENT UNIT	Telephone Number (404) 656-3074
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-140 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 06-01-78	5. Records Series Title (followed by title used in office; if different) COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) ENROLLEE WORK EXPERIENCE PAYROLL CERTIFICATION CARD FILES.		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  THE SPECIAL PROGRAMS PAYMENT UNIT RECEIVES INITIAL ENROLLMENT FORMS AND ESTABLISHES A RECORD FOR EACH INDIVIDUAL PARTICIPANT; RECEIVES AND PROCESSES WEEKLY REQUESTS FOR PAYMENT OF ALLOWANCES, WAGES, AND WORK INCENTIVE TO PARTICIPANTS ENROLLED IN RELATED PROGRAMS. MAKES PERIODIC AUDIT AND REVIEW OF PAYMENT RECORDS TO PREVENT DUPLICATION OR OVERPAYMENTS.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:  Included are:  DISBURSING FUNDS TO PARTICIPANTS OF COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) PROGRAMS.  PAYROLL CERTIFICATION CARDS (CETA 23-A).   File is arranged: NUMERICALLY BY PROJECT IDENTIFICATION AND THEN BY SOCIAL SECURITY NUMBER.			
8. Monthly Reference Rate One to six months old 1; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____ * DISCRETION OF AUDITORS.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) IBM CARD BOXES, APPROXIMATELY THREE HUNDRED TWENTY (320) ANNUALLY.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. FEDERAL REGISTER, VOLUME 44, NUMBER 65, APRIL 3, 1979.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	STATE _____ 1 years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ 5 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

HOLD IN CURRENT FILE AREA ONE YEAR, THEN TRANSFER TO STATE RECORDS CENTER FOR RETENTION FOR FOUR YEARS.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☒ Transfer to State Records Center; hold 4 year(s); then

\* ☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

\* NOTE: IF FEDERAL AUDIT QUESTIONS ARE NOT RESOLVED AT THE END OF FIVE YEARS, THESE RECORDS MUST BE RETAINED UNTIL RESOLUTION OF SUCH QUESTIONS.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	2-6-80		2-6-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-18-80
		Secretary of State/Designee	2-15-80
		Attorney General/Designee	2-19-80

4171-112 10


 STATE  
OF  
GEORGIA

 Application for  
RECORDS DISPOSITION STANDARD

 OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

 PAGE  
1

1. Application Date February 3, 1976	<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received: FEB 10 1976    Application No. 76-140    Date Completed: MAY 11 1976	
2. Agency Application No. DL-029		3. Agency, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit Room 367 State Office Building Atlanta, Georgia 30334	4. Person to Contact C. R. Ridge
		6. Tel. No. 656-3074	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.
 ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

 8. Earliest & Latest Dates of Series  
06/06/74 to date

 9. Exact Series Title Comprehensive Employment Training Act (CETA)  
Enrollee Work Experience Payroll Certification Cards

10. What is the function of the office in which this record series is created?

The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain requirements. The Division administers the payment of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment account for each individual enrollee and trainee; receives and processes weekly request for payment of allowances and wages including the payment of Incentive and Training Related Expense to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate or overpayments; periodic review of records to ascertain continued eligibility and maintenance of records.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
- Documents relating to paying enrollees in the Work Experience Program established under the Comprehensive Employment Training Act of 1973.
- Included are: form CETA-23 (Individual Payroll Certification Card) "Sample attached."
- File is arranged numerically by Work Site Project Control Number, thereunder alphabetically by enrollee's name.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				Trays - 132	90
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Official	In Storage Area(s)
3 X 8 Card Trays	22	.38	15	none	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				7	0
				0	0
				0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol.40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII | <input checked="" type="checkbox"/> |                                     |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Based upon standards of disposition for other departments. See item 22

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER See below, then:

- ☐ Hold in the current files area        month(s)/        year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold        year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Cut off file at the end of each month, hold in current files area 1 year or until Federal or State Audit is completed, whichever is later, then transference to the State Records Center, hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

To eliminate necessity for filing equipment and floor space required to hold inactive records over and above necessary active files which do not require frequent referral.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	2-9-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-5-76
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-7-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-19-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-10-76

STATE RECORDS  
COMMITTEE



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>February 3, 1976</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>FEB 10 1976</b> Application No. _____ Date Completed _____	
2. Agency Application No. <b>DL-029</b>					
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit Room 367 State Office Building Atlanta, Georgia 30334</b>			4. Person to Contact <b>C. R. Ridge</b>		
			5. Working Title <b>Supervisor</b>		6. Tel. No. <b>656-3074</b>
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>06/06/74 to date</b>		9. Exact Series Title <b>Comprehensive Employment Training Act (CETA) Individual Enrollee Work Experience Payroll Certification Cards</b>			
10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain requirements. The Division administers the payment of allowances and wages as required by the Manpower Programs of the United States Department of Labor. <del>as under Manpower Programs of the U.S. Department of Labor</del>  The Special Programs Payment Unit receives initial enrollment forms and establish a payment account for each individual enrollee and trainee; receives and processes weekly request for payment of <del>of</del> allowances and wages including the payment of Incentive and Training Related Expense to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate or overpayments; periodic review of records to ascertain continued eligibility and maintenance of records.					
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				7 0 0 0	
				AVERAGE DAILY REFERENCES	

# QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ]
14. Is there a duplication of this series in another office or agency? [ ] ☒
15. Is the information contained in this series ever summarized or published? ☒ [ ]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
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23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒

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(Indicate briefly rationale for recommendations above/or write additional remarks):  
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Records Management Officer (Signature) <i>John C. Arnold</i>	Date <i>2-9-76</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: <b>FEDERAL</b>	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>E. J. Garner</i>	<i>2-5-76</i>
	State Auditor/Designee <b>DOL</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>22 Zindler</i>	<i>5-14-76</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hunt</i>	<i>2-19-76</i>
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		